

## **BROOKLYN VILLAGE BOARD MEETING MINUTES**

### **March 28, 2016**

The March 28, 2016 Village Board meeting of the Village of Brooklyn was called to order at 6:36 pm at the Village Hall by President Pat Hawkey. Trustees present were Kyle Smith, Russell Cazier, Todd Klahn and Heather Kirkpatrick. Trustees Sue McCallum and Zach Leavy were absent. Others present were Deputy Clerk Kuhlman and Chief Harry Barger. All stood for the Pledge of Allegiance.

Hawkey made a motion to approve minutes of March 14, 2016. Smith seconded. Motion carried.

**President Hawkey** – All trustees received a letter from Oregon Senior Center. The Board will revisit the Senior Center later in the year.

**Deputy Clerk Kuhlman** reported that the Village received a letter sent to Attorney Kraemer from the League of Wisconsin Municipalities Mutual Insurance company denying worker's compensation benefits to Robert Anderson. The website is in the final stages of being updated.

**PUBLIC WORKS:** Village has been awarded the Arbor Day Foundation **2015 Tree City USA and a USA Tree City Growth Award**. The **2015 Consumer Confidence Report** is completed and has been posted in the Village, on the Village website and printed in the March newsletter.

**SAFETY:** Hawkey made a motion to approve Safety Committee minutes of 2-4-16 and 2-22-16. Klahn seconded. Motion carried. Chief Barger stated Village received a letter regarding the **Best Dam Bike Tour** coming through the Village again this year. President Hawkey will sign and return the letter acknowledging awareness of the event.

At 6:42 pm Hawkey made a **motion to convene to closed session** pursuant to WI Stats 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility to discuss; employee evaluations. Cazier seconded. Motion carried. Hawkey made motion, Cazier seconded, **motion carried to reconvene to open session** at 7:05 pm.

Hawkey made a **motion to re-announce part-time police officer position** to get more applicants to apply. Cazier seconded. Motion carried. Chief Barger stated he's working on getting **court appearances established with the Circuit Courts**; hopes to be finished by mid-April. Has been getting municipal ordinance information sent in and will have to update parking ordinance to change to municipal ordinance citation. Once everything is set up, parking citations will have to be paid at the counties. There will be two court dates, one at each County plus juvenile court for each County. Kirkpatrick asked what the average citation count is per month. Chief Barger stated 8-12. Chief Barger will keep the Board informed of the progress.

Chief Barger discussed the **in-service training group Brooklyn PD** works with. In 2017 Cottage Grove wants to conduct their own internal in-service, so Brooklyn will be doing in-service group with Blue Mounds and Belleville. The **Co-Citizen Academy** starts April 6. Trustee Cazier is signing up, Deputy Clerk Kuhlman is signed up. Each class will be approximately three hours from 6 pm to 9 pm, if they get enough people signed up. Chief Barger stated there will be 21 hours invested by Brooklyn PD. He will

be present one session under MATC's employment. Officer Engelhart's hours will be incorporated into his normal shift.

Chief Barger handed out informational documents entitled **Critical Issues in Policing Services, Use of Force: Taking Policing to a Higher Standard and Special Community/Police Task Force Recommendations Regarding Police 'Use of Force'**. Discussion by Chief Barger on these documents. It is a huge issue in law enforcement right now. Hawkey stated there is an existing Village policy on use of force. Chief Barger feels it's adequate as is. Contact him if anyone has any questions.

Since Trustee McCallum is not present, she will update the board on the **Memorial Day activities** at the next meeting. No review of current budget status. Chief Barger handed out work schedules, statistic sheets for previous month. Discussion regarding police budgets and possibly moving items into different categories. Discussion regarding work schedules. Hawkey discussed a memo from Chief Barger to the Clerk's office regarding asking the Clerk's office to deny residents paying parking citations without a copy of the citation, but now with going to the counties it's a moot point.

**Police Chief's Report** – Wisconsin Bureau of Justice is holding training sessions regarding Uniform Crime Reporting (UCR) and the WI Incident Based Reporting System (WIBRS). Chief Barger and Officer Engelhart would like to attend both sessions to be prepared for possible new system in 2017. Smith **made a motion to send Officer Engelhart and Chief Barger to the training in Madison on April 27 and 28** and both will be paid while at training. Hawkey seconded. Hawkey stated the Clerk's Office will be closed also on April 27 and 28 for a conference. Motion carried. Chief Barger and Officer Engelhart finished CPR. Fire/EMS stated there may be extra money to purchase an AED for the squad. Chief Barger is working on new policy regarding criminal trespass on property and escorting people off premises. Discussion regarding Public Works and Safety reporting information to Board since there are no committees. Chief Barger stated there will be nothing in April due to his being at conferences. If there are any issues, Trustee McCallum or Officer Engelhart will present information. **The hiring process will begin and applications will be due April 14<sup>th</sup> of 15<sup>th</sup>.**

**NEW BUSINESS:** Hawkey made **motion to approve Resolution 2016-03, Refinancing Fire/EMS building loan at Brooklyn Community Bank Loan #1002355 to Board of Commissioners of Public Lands of Wisconsin**. Trustees read the resolution to borrow money and levy a tax. Discussion regarding refinancing. Smith seconded. Roll call vote taken – Smith, aye; Klahn, aye; Cazier, aye; Kirkpatrick, aye; Hawkey, aye. Motion carried.

**UNFINISHED BUSINESS:** Received **quote from Computer Know How on archive/backup services** for all employee/trustee emails. Discussion followed. Klahn made a **motion to postpone** until further information is obtained. Hawkey seconded. Discussion regarding pricing and scope of work. Cazier will contact Computer Know How for further information. Motion carried.

Discussion on Employee Handbook changes. Smith made a **motion to approve the additional 16 hours of holidays, so Christmas Eve full day, New Year's Eve full day and day after Thanksgiving as a holiday paid**. Hawkey seconded. Discussion followed. Klahn discussed needing to be open on New Year's Eve for taxes. Hawkey clarified that even though there are certain hours the Clerk's office is currently closed, they are open on certain days for absentee voting and may be negotiable to be open New Year's Eve for tax payments. Kirkpatrick and Klahn opposed. Motion carried.

Discussion regarding changes in language including reporting to committees. Hawkey made a motion to approve the rest of the changes in the Employee Handbook. Klahn seconded. Kirkpatrick had question regarding page 13, 2.13 overtime pay, line c, 96 hours. Hawkey stated that is per State Administrative Code per Clerk. Kirkpatrick stated to amend language and add per State Administrative Code. Hawkey amended the **motion to approve entire document and on page 13 under overtime pay for the police department include the statement per State Administrative Code**. Klahn seconded. Motion carried.

Amended **Lighthouse contract** was distributed. Kirkpatrick discussed new language in Addendum A. Kirkpatrick would like the first paragraph of Addendum A to read "If the Village enters into a contract to purchase or an option to purchase Phase II and Phase III while this listing contract is in force, we will roll the marketing and sale of either/or of those two phases into this agreement." Kirkpatrick would like to add the following language to Addendum A, Number 9, "Any changes in this plan need to be approved by the Village prior to implementation." Discussion followed. Kirkpatrick would also like to change Addendum A, Number 9, to state "As of the execution of this contract dated April 15, 2016, the marketing plan consists of." Hawkey made a **motion to approve the contract with changes that Trustee Kirkpatrick requested**. Klahn seconded. Motion carried.

**Planning & Zoning Commission:** Hawkey attended the **Dane County Zoning and Land Regulation Committee meeting regarding Dane County CUP 2334**. Dale Arndt was also present. Hawkey related information that Dale Arndt is concerned that it was reported at the meeting that the berm is 10 feet and it's higher than that. There is another meeting scheduled in April. Because there was no quorum of the Planning & Zoning Commission, Hawkey is making a **motion to approve the zero-lot line request of Symdons, 309-311 Douglas Drive**, based on the original information received. Planning & Zoning had a question about firewall, which will be inspected this week; whether it needed to go through a variance, which the zoning inspector said it did not; and all the contingencies have been met for the property, pending passing the building inspection. Heather seconded. Motion carried. Nothing from Recreation Committee or Economic Development Committee.

Smith made a motion to adjourn at 7:43. Cazier seconded. Motion carried.